

SENIOR WAREHOUSE WORKER

DEFINITION: Under general supervision, performs work of moderate difficulty in supervising and maintaining warehouse inventory and restocking materials and supplies for distribution; performs related work as assigned.

ESSENTIAL FUNCTIONS: This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and tasks performed by incumbents of this class.

TASKS:

Acts as lead worker with less experienced staff providing guidance and direction; supervises workers in safe use and maintenance of equipment; prepares requests for proposals, purchase requisitions and other related documents; prepares statistical reports on inventory and program activities; prepares schedules of distribution dates and sites; operates and drives trucks for distribution services.

Maintains automated inventory system; inputs shipping and receiving dates; ensures that proper amount of stock/inventory is available; assists with loading, unloading of supplies utilizing forklifts and other warehouse equipment; maintains warehouse and office area in a safe, clean, organized manner; contacts potential donors to secure goods and materials.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of warehouse occupational safety and health regulations, practices and procedures.
Knowledge of warehouse methods, practices and procedures.
Knowledge of inventory and ordering procedures and methods.
Knowledge of computer hardware, software and peripherals.
Knowledge of record keeping and file maintenance practices and procedures.
Knowledge of customer service practices and procedures.
Knowledge of lead worker responsibilities.
Skill in assigning and directing work.
Skill in safely operating warehousing equipment and forklifts.
Skill in accurately maintaining inventory on supplies and materials.
Skill in utilizing computer software to maintain databases and generate reports.
Skill in scheduling receipt and distribution of supplies.
Skill in utilizing customer service techniques when responding to inquiries and complaints.
Skill in establishing and maintaining effective working relationships.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT: Work requires lifting, carrying and distributing materials, equipment and food products weighing up to 50 pounds, operation of forklift in a warehouse environment; attention to detail when completing inventory.

MINIMUM QUALIFICATIONS:

- A high school diploma or GED; and three (3) years of warehousing, shipping and receiving inventory experience.

PREFERRED QUALIFICATIONS:

- Proficient in Microsoft Office software or other computer applications.
- Forklift operation experience.

THE NAVAJO NATION

Class Code: 4002
General Services and Maintenance Series
Procurement Group
Overtime Code: Non-Exempt
Pay Grade: 58

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SPECIAL REQUIREMENTS:

- Possess a valid state driver's license.

Supplemental Requirements:

Incumbent must obtain a Navajo Nation Vehicle Operator's Permit within 90 days of date of hire. Some positions may require additional licenses and certifications.

Depending upon the needs of the Nation, some incumbents of the class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.